





City of Loma Linda Official Report

Floyd Petersen, Mayor
Karen Hansberger, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: December 16, 2003

TO: City Council

VIA: Dennis R. Halloway, City Manager 

FROM: Diana De Anda, Finance Director 

SUBJECT: Request Additional Appropriation for the purchase of a Utility Billing Printer

RECOMMENDATION

The Finance and Information Systems Departments recommend the approval of an additional \$2,000 appropriation to purchase a printer for the Utility Billing Operations.

BACKGROUND

As of July 2003, the City implemented a new utility billing program, which changed the printing requirements of the City's utility bills. Upon initial evaluation of the new printing format necessary to deploy the program, the current Finance Department printing solution (a Xerox copier) was assessed as adequate to handle both the volume and paper required. This did not prove to be accurate and has been apparent by the sub-standard appearance of the bills since July 2003. During the subsequent months, several alternatives to improve the quality of the City's utility bills without acquiring new printing equipment have been attempted. Unfortunately, these attempts were unsuccessful and a determination was made that requires the acquisition of new equipment that was not included in the current year budget.

ANALYSIS

In order to improve the quality of printing of the City's utility bills and related notices it is necessary to acquire a new printer that will be designated for the sole use of utility operations.

ENVIRONMENTAL

None known

FINANCIAL IMPACT

Increase appropriations in accounts 05-3500-8845 - \$1,000 and 65-7000-8845 - \$1,000.